

ATTACHMENT 3

Optional School-Based Services Activity Log Sample (Time method)

(A copy of an example "Optional School-Based Services Activity Log for Medication Administration" is located on the following page.)

**WISCONSIN MEDICAID
OPTIONAL SCHOOL-BASED SERVICES ACTIVITY LOG
MEDICATION ADMINISTRATION**

Time method

Name — Student (Last, First, MI)

Student, Ima G.

Name — School

Wisconsin Elementary

	Date of Service (MM/DD/YY)	Medication Name and Dose	Route	Time Administered (Time or Units)	Took Medication Without Difficulty? (Yes or No)	Notes (All Exceptions Must Be Noted)	Initials or Signature* (Of Person Who Administered Medication)
①	10/12/01	Sustacal, 250 ml., four times a day followed by a 50 cc H ₂ O flush	G-tube feeding	8 a.m. - 8:30 a.m. (30 minutes)	Yes	N/A	I.N.
②	10/13/01	Sustacal, 250 ml., followed by a 50 cc H ₂ O flush	G-tube feeding	2 times, 30 minutes each (60 minutes) 11 a.m. - 11:30 a.m. and 2 p.m. - 2:30 p.m.	Yes	N/A	I.N.

*Initials Key

Signatures — Corresponding Staff

Date Signed (MM/DD/YY)

I.N.

Ima Nurse

10/14/01

Under Standards of Practice for Registered Nurses, ch. N 6.03, Wis. Admin. Code, only registered nurses (RNs) may delegate services to medically unlicensed individuals. For delegated nursing services under the school-based services benefit, the RN responsible for delegating the services must agree to the delegation of the service and is responsible for supervision of the delegatee.